



COMMUNITY DEVELOPMENT DEPARTMENT PLANNING DIVISION

LOT LINE ADJUSTMENT/CONSOLIDATION INFORMATION SHEET

A **Lot Line Adjustment** is the adjustment of lines between four or fewer existing adjoining parcels, where the land taken from one parcel is added to an adjoining parcel, and where a greater number of parcels than originally existed is not created.

A **Lot Consolidation** is the consolidation of any number of existing contiguous parcels into one parcel provided that no new street is created and no existing street or public service easement is extinguished.

A submitted case must meet all of the following criteria for Administrative Review:

1. Four or less parcels are contiguous (any Lot Line Adjustment between more than four adjoining parcels will require the filing of a parcel map or tract map, as applicable);
2. No additional parcels will be created;
3. Resulting parcels will comply with Title 19 or an Administrative Variance can be reviewed concurrently;
4. Parcels must comply with applicable requirements (e.g. area, drainage control, environmental protection);
5. No new streets are created;
6. The average natural slope of the property is less than 20 percent.

If these requirements are not met in full, the City Planning Commission must review the case.

APPLICATION PROCESSING

Refer to flow chart forms found in Article III of the Subdivision Code, Chapter 18.100.080 – Lot Line Adjustments and Consolidations.

PLANNING FEES

See current Fee Schedule (*FILING FEES ARE GENERALLY NOT REFUNDABLE*)

REQUIRED ITEMS FOR FILING

Plans must be legible and drawn to scale to clearly illustrate the components of the project. Remember that Staff, the Zoning Administrator, the Planning Commission, or City Council are not familiar with the property and need this information to evaluate your project. If the plans

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are not legible, or do not contain the information listed below, your application will not be accepted for processing.

Drawing Assembly: Staple blueprints in sets along the left margin, plot plan on top and elevations below. Plans must be folded to approximately 8 ½" x 14" so the bottom right corner shows. We cannot accept drawings or materials that are not folded down to approximately 8 ½" x 14".

Submittal of the following items shall be required for the application to be deemed complete:

☐ One (1) copy of the completed General Application Form

☐ One (1) copy of the most recent Grant Deed

Include a complete and accurate legal description of each parcel. (A deed can be obtained from a Title Company.)

☐ One (1) copy of the Determination of Compliance (contact the City Surveyor in the Public Works Department)

☐ One (1) copy of completed Hazardous Site Review

☐ One (1) copy of completed Hazardous Materials Questionnaires

☐ Thirteen (13) copies of the Site Plan

Site Plan must include the following:

a. A north arrow and scale (preferable scales are 1" = 10 feet or ¼" = 1 foot, or another appropriate scale);

b. Resulting lots must show dimensions, and square footage;

c. Delineation of all proposed property lines as they will exist when the Lot Line Adjustment or Consolidation is completed by heavy solid lines; the property lines to be eliminated by dashed lines with appropriate property "Z-hooks" to show land consolidations (see illustration);

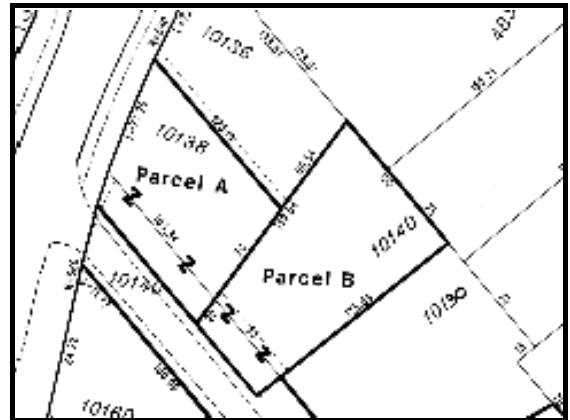
d. Delineation of all existing improvements, including (but not limited to):

1. Buildings
2. Accessory structures
3. Swimming pools
4. Easements
5. Public streets;

e. Contour lines with intervals no greater than five (5) feet on any undeveloped parcels;

f. Vicinity map

g. Existing non-residential buildings or structures (*this will require a Building Code analysis*) which include:



Example of how to draw parcel lines

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1. Size of building including total square, footage of all stories,
 2. Type of construction,
 3. Any rated walls and wall openings located closer than 20 feet to the property line;
- ☐ Any additional information as needed and requested by Planning Division Staff.
- ☐ An application for a property in the RC- Residential Conservation Zone shall be accompanied by a (for property with an average natural slope of twenty percent (20%) or greater):
- a. Topographical Map
 - b. Proposed Grading Plan
 - c. Proposed Development Plan

ADDITIONAL ITEMS REQUIRED FOR CITY PLANNING COMMISSION REVIEW ONLY:

- ☐ **One (1) copy Environmental Information Form:** (For use in preparing the Initial Study)
The Planning Division may, during the course of its initial review of the application, determine that additional information is required, such as biological, traffic, noise or archeological studies. The Planning Division may require the submittal of supplemental materials as necessary.
- ☐ **One (1) copy of all graphics reduced to an 8½ x 11 inch size.**

WHEN APPLICABLE THE FOLLOWING ITEMS WILL ALSO BE REQUIRED:

- ☐ With the exception of Rezonings, General Plan Amendments, Specific Plan Amendments, and Heliports/Helistops which require RCALUC review, all projects within an airport influence area will be reviewed by the Planning Division for compliance with the Riverside County Airport Land Use Compatibility Plan. For more information, please refer to the "Riverside County Airport Land Use Compatibility Plan Project Review" handout.
- ☐ If your project is located within 1,000 feet of a military installation (March Air Reserve Base), beneath a low-level flight path, or within special use airspace (as defined in Section 21098 of the Public Resource Code), a Military Notification Process is required. For more information, please refer to the "Military Notification Process for Local Planning Proposals and Development Permit Applications" handout.

3900 Main Street – Third Floor, Riverside, CA 92522
Phone: (951) 826-5371 / Fax: (951) 826-5981
www.riversideca.gov/planning